

SIDEWALK CAFÉ APPLICATION INFORMATION SHEET & CHECKLIST

This checklist is designed to assist you in determining the required forms for your business.

CAFÉ CANNOT BE CONSTRUCTED OR OPERATED UNTIL ALL PERMITS ARE ISSUED!

REQUIREMENTS BEFORE A PERMIT IS APPROVED:

- Contact Building & Safety at (402) 441-7521 to apply for a Building Permit. *Attach copy to application.*
- Obtain a Lincoln Food Establishment Permit. Contact Health Dept., Food Safety Program at 441-6237. *Attach copy to application.*
- Menu established. *Attach copy to application.*
- If alcohol will be served, complete a Liquor License Application. Contact State Liquor Control Commission at 471-2571. Server training is required.
- If alcohol will be served, business must meet the following requirements: have a licensed kitchen & offer a full menu during the hours and days of operation of the sidewalk café **or** the gross sales from the sale of alcoholic drinks do not exceed 40% of the gross sales of food & drink.
- Certificate of Insurance: Public liability insurance in the form of a commercial comprehensive general liability policy with a minimum combined single limit of \$500,000 aggregate for any one occurrence, naming the City of Lincoln as an additional insured, 30 day cancellation notice. *Attach to application.*
- Meet with the Outdoor Dining Committee.
- Design must be reviewed & approved by the Urban Design Committee or Historic Preservation Commission.
- The Sidewalk Café License Year is June 1st thru May 31st. **Permits are valid from the date of issue to May 31st.** *There is no pro-ration of the fees.*
- Questions? Contact Jeff Cole, Urban Development Office, 808 P St., Suite 400, phone #441-7866.

LICENSE RENEWAL - NO CHANGES IN OWNERSHIP:

- Permit Renewal statement will be sent from the City Clerk's Office.
- Remit statement, payment & updated certificate of insurance by May 15th, by mail. Permit will be mailed.

IF THERE IS A CHANGE IN OWNERSHIP:

- Permits are **nontransferable**. Once ownership changes, any existing permits become null & void.
- New owners must submit an application & complete the approval process before operating café.

SIDEWALK CAFÉ PERMIT APPLICATION

LICENSE YEAR: JUNE 1ST THRU MAY 31ST

Permits are valid from the date of issue to May 31st. No pro-ration of fees.

FEE: \$100.00 Annual Permit Fee plus a 25 cents per sq. ft. Annual Rent of Sidewalk Space

RETURN TO:

City Clerk's Office, 555 S. 10th St., Room 103, Lincoln NE 68508

LMC Chapter 14.50

*Each question must be completely answered & all attachments included OR
your application will be returned as **INCOMPLETE!***

Please PRINT using blue or black ink only.

APPLICANT'S NAME & HOME ADDRESS					
NAME:					
STREET ADDRESS:				CITY:	
STATE:		ZIP:		HOME PHONE #:	

MAILING ADDRESS					
NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	

BUSINESS INFORMATION					
BUSINESS NAME:					
STREET ADDRESS:					
ZIP:		BUSINESS PHONE#:		FAX#:	

MANAGER OF CAFÉ					
NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE #:		FAX #:		DATE OF BIRTH:	

RECORD OWNER OF PROPERTY							
NAME:							
STREET ADDRESS:							
CITY:		STATE:		ZIP:		PHONE #:	
DOES THE RECORD PROPERTY OWNER AGREE TO SUCH USE? _____ YES _____ NO							
PLEASE ATTACH A NOTARIZED LETTER OF CONSENT BY RECORD PROPERTY OWNER FOR THE USE OF SAID PROPERTY & A COPY OF YOUR LEASE.							

Days and Hours of Operation: _____

How the Sidewalk Café Will Be Supervised & Maintained: _____

How Many Patrons Will Be Served in Café Area: _____

Describe, ***IN DETAIL***, Any Permitted Advertising to Be Used (*photos may be attached*): _____

Describe, ***IN DETAIL***, Furniture to Be Used (*photos may be attached*): _____

Describe the Type of Food & Drink to Be Offered for Sale (***attach a sample menu***): _____

PLAT OR DRAWING

Attach seven copies of a plat or drawing indicating, to scale, the amount of surface public right-of-way you are seeking permission to use and the location of all fencing (including gates) furniture, equipment, and any other article occupying public space, if any. Be sure to include any existing light poles, planters, curbs and the clearance between them & your proposed sidewalk café. **Attach to application *prior* to submission!**

INSURANCE

Applicant shall **at all times** maintain a policy of liability insurance from a company licensed to do business in the State of Nebraska with a minimum of combined single limit of \$500,000 aggregate for any one occurrence. The insurance **must** name the City of Lincoln as an additional insured & contain a 30 day cancellation notice. **Attach to application prior to submission!**

The following items **must** be attached to the application:

- Notarized letter of consent by record property owner for the use of said property & a copy of the signed lease.
- Sample Menu
- **Seven** copies of a plat or drawing indicating, to scale, the amount of surface public right-of-way you are seeking permission to use and the location of all fencing (including gates), furniture, equipment, and any other article occupying public space, if any.
- Certificate of Insurance: policy of liability insurance from a company licensed to do business in the State of Nebraska with a minimum of combined single limit of \$500,000 aggregate for any once occurrence naming the City as an additional insured.

HOLD HARMLESS AGREEMENT

(Must be signed & witnessed!)

In consideration of being issued a permit for the use of surface space for a sidewalk café the undersigned applicant agrees to hold harmless the City of Lincoln and the officers and employees of the City for any loss or damage arising out of the use, or the discontinuance of any use. The undersigned agrees and understands that the use of the surface space is temporary, on a day to day basis; that the undersigned does not acquire any right, title, or interest in such space; that the undersigned may be required by the City at any time to vacate all or any part of the surface space that the undersigned has been given permission to use; that upon demand to vacate such space, the undersigned agrees to promptly remove any personal property placed thereon by the undersigned and to return the surface space to the same condition that it was in prior to commencement of such use or to reimburse the City for the cost of removing such property and restoring the surface space to its prior condition and that the undersigned has no recourse against either the City or its officers, employees or agents, either for any loss or damage occasioned by his or her being required to vacate all or any part of the surface space which the undersigned has been granted permission to use.

The undersigned further agrees at all times hereafter to comply with all municipal ordinances, rules and regulations of the City of Lincoln, Nebraska.

Dated this _____ day of _____, _____.

Signature of Applicant

Printed Name of Applicant

Witness

Applications are available on the City's web site at "www.lincoln.ne.gov".

REFERRALS

Please sign or initial "APPROVED" or "DENIED" & date.

PUBLIC WORKS - SIDEWALK INSPECTOR:

APPROVED: _____ DENIED: _____ DATE: _____

RECOMMENDATIONS OR COMMENTS: _____

POLICE DEPT.:

APPROVED: _____ DENIED: _____ DATE: _____

RECOMMENDATIONS OR COMMENTS: _____

FIRE PREVENTION BUREAU:

APPROVED: _____ DENIED: _____ DATE: _____

RECOMMENDATIONS OR COMMENTS: _____

HEALTH DEPARTMENT:

APPROVED: _____ DENIED: _____ DATE: _____

RECOMMENDATIONS OR COMMENTS: _____

URBAN DEVELOPMENT - JEFF COLE

APPROVED: _____ DENIED: _____ DATE: _____

RECOMMENDATIONS OR COMMENTS: _____

PLANNING & URBAN DESIGN COMMITTEE - ED ZIMMER

APPROVED: _____ DENIED: _____ DATE: _____

RECOMMENDATIONS OR COMMENTS: _____

MAYOR'S OFFICE: *(If appealed from Denial - refer to Mayor's Office)*

APPROVED: _____ DENIED: _____ DATE: _____

RECOMMENDATIONS OR COMMENTS: _____
